

ARC DATA REQUIREMENTS LIST (DRL)

For purposes of this document, "time" is defined as follows: Time—if stated as a number of days—is calculated using calendar days, unless otherwise specified. It includes Saturdays, Sundays, and legal federal holidays. If, however, the last day falls on a Saturday, Sunday, or legal federal holiday, then the period shall include the next business day.

Unless otherwise specified below, reports may be submitted electronically to each of the identified recipients. Hardcopy reports shall be addressed as follows:

Recipient
NASA Ames Research Center
Attn: Code — , M/S —
Moffett Field, CA 94035-1000

Acronyms:

FAR	Federal Acquisition Regulation	NFS	NASA FAR Supplement
NPD	NASA Policy Directive	NPR	NASA Policy Requirement
APD	Ames Policy Directive	APD	Ames Policy Requirement
CO	Contracting Officer	COTR	Contracting Officer's Technical Representative

ARC DATA REQUIREMENTS LIST (DRL)

1. ITEM NO. 01	2. TITLE Monthly Progress Reports / Quarterly Progress Reports/ Final Report						
3. DESCRIPTION							
<p>Monthly progress reports. Submit monthly reports in accordance with clause entitled "Additional Reports of Work - Research and Development" (NFS 1852.235-74).</p> <p>Quarterly progress reports. Submit quarterly reports in accordance with clause entitled "Additional Reports of Work - Research and Development" (NFS 1852.235-74)</p> <p>Final Report. The Contractor shall submit to the Contracting Officer a final report that summarizes the results of the entire contract, including recommendations and conclusions based on the experience and results obtained. The final report should include tables, graphs, diagrams, curves, sketches, photographs, and drawings in sufficient detail to explain comprehensively the results achieved under the contract.</p> <p>The final report shall be of a quality suitable for publication and shall follow the formatting and stylistic guidelines contained in NPR 2200.2A, Guidelines for Documentation, Approval, and Dissemination of NASA Scientific and Technical Information. Electronic formats for submission of reports should be used to the maximum extent practical. Before electronically submitting reports containing scientific and technical information (STI) that is export-controlled or limited or restricted, contact the Contracting Officer to determine the requirements to electronically transmit these forms of STI. If appropriate electronic safeguards are not available at the time of submission, a paper copy or a CD-ROM of the report shall be required. Information regarding appropriate electronic formats for final reports is available at http://www.sti.nasa.gov under "Publish STI – Electronic File Formats."</p> <p>The last page of the final report shall be a completed Standard Form (SF) 298, Report Documentation Page.</p>							
4. DISTRIBUTION							
a. QTY / UNIT — 1 copy shall be delivered to each of the recipients identified below. Submission of electronic copies is authorized.							
b. RECIPIENT		c. SHIPPING ADDRESS					
CO, Natalie LeMar		Code JAI, M/S 241-1					
COTR, Oscar Jung		Code SC, M/S 240-10					
Task Requester listed on Task Order		Code —, M/S —					
d. FREQUENCY / DELIVERY DATE							
Monthly, due no later than the 15th day of the month following the month to be reported. The final report shall be submitted within 15 days after the completion of the effort under the contract.							
5. ADDITIONAL INFORMATION / INSTRUCTIONS							
<p>If the contract contains either a patent rights clause or new technology clause, then the contractor shall provide a copy of this report to:</p> <table style="width: 100%;"> <tr> <td style="width: 40%;">New Technology Officer</td> <td>Code VP, M/S 202A-3</td> </tr> <tr> <td>Patent Counsel</td> <td>Code DL, M/S 202A-4</td> </tr> </table> <p>The Contractor shall include a completed Report Documentation Page (SF 298) as the final page of each technical report (e.g., monthly, quarterly, final) submitted. In addition, a reproducible copy and a printed or reproduced copy of the reports shall be sent to:</p> <p style="margin-left: 40px;">NASA Center for AeroSpace Information (CASI) Attn: Accessioning Department 7121 Standard Drive Hanover, MD 21076-1320</p> <p>In addition to the final report submitted to the Contracting Officer, the Contractor shall concurrently provide to the Center STI/Publication Manager and the NASA Center for AeroSpace Information (CASI) a copy of the letter transmitting the final report to the Contracting Officer. The copy of the letter shall be submitted to CASI at the address listed at http://www.sti.nasa.gov under the "Get Help" link.</p>				New Technology Officer	Code VP, M/S 202A-3	Patent Counsel	Code DL, M/S 202A-4
New Technology Officer	Code VP, M/S 202A-3						
Patent Counsel	Code DL, M/S 202A-4						

ARC DATA REQUIREMENTS LIST (DRL)

Reference:

NFS 1852.235-70, *Center for AeroSpace Information*NFS 1852.235-73, *Final Scientific and Technical Reports*NFS 1852.235-74, *Additional Reports of Work—Research and Development*NPR 2200.2, *Guidelines for Documentation, Approval, and Dissemination of NASA Scientific and Technical Information*

1. ITEM NO. 02	2. TITLE Initial Financial Management Report (NF 533Q)		
3. DESCRIPTION			
<p>An initial financial management report for the base period of the contract shall be submitted by the Contractor and each major subcontractor on NASA Form 533Q (or computer-generated version) in accordance with the instructions on the reverse side of the forms and the NASA Directive(s) listed below.</p> <p>Reporting categories shall be elements of cost including: total direct labor hours (excluding subcontract); direct labor hours (subcontractors); direct labor costs; overhead and G&A (Prime Contractor); total direct labor, overhead, and G&A (subcontractors); other direct costs (ODCs), G&A/handling charge on ODCs; total other direct costs; award fee. Reports shall also provide data on planned and actual costs and labor hours, contract projections and estimates to complete. All blocks shall be completed as appropriate.</p>			
4. DISTRIBUTION			
a. QTY / UNIT — 1 copy shall be delivered to each of the recipients identified below. Submission of electronic copies is authorized.			
b. RECIPIENT		c. SHIPPING ADDRESS	d. FREQUENCY / DELIVERY DATE
CO, Natalie LeMar		Code JAI, M/S 241-1	Due 30 days after effective date of contract.
COTR, Oscar Jung		Code SC, M/S 240-10	
Resource Management Specialist		Code —, M/S —	
Financial Reporting Branch		Code CF, M/S 203-18	
Resources Management Division		Code CR, M/S 204-17	
5. ADDITIONAL INFORMATION / INSTRUCTIONS			
<p>Reference:</p> <p>NFS 1852.242-73, <i>NASA Contractor Financial Management Reporting</i></p> <p>NPR 9501.2, <i>NASA Contractor Financial Management Reporting System</i></p>			
1. ITEM NO. 03	2. TITLE Quarterly Financial Management Report (NF 533Q)		
3. DESCRIPTION			
<p>A quarterly financial management report shall be submitted by the Contractor and each major subcontractor on NASA Form 533Q (or computer-generated version) in accordance with the instructions on the reverse side of the form and the NASA Directive(s) listed below.</p> <p>Reporting categories shall be elements of cost including: total direct labor hours (excluding subcontract); direct labor hours (subcontractors); direct labor costs; overhead and G&A (Prime Contractor); total direct labor, overhead, and G&A (subcontractors); other direct costs (ODCs), G&A/handling charge on ODCs; total other direct costs; fixed fee. Reports shall also provide data on planned and actual costs and labor hours, contract projections and estimates to complete. All blocks shall be completed as appropriate. Formats will be agreed upon between the Contractor and NASA. Variances between planned dollars and actual dollars exceeding 5 percent for each reporting category (at the total contract level only) shall be explained. Contractor estimates can be used if actual data is not available by the required submission date.</p>			
4. DISTRIBUTION			
a. QTY / UNIT — 1 copy shall be delivered to each of the recipients identified below. Submission of electronic copies is authorized.			
b. RECIPIENT		c. SHIPPING ADDRESS	d. FREQUENCY / DELIVERY DATE
CO, Natalie LeMar		Code JAI, M/S 241-1	Due not later than the 15th day of the month preceding the quarter being reported in columns 8a, 8b, and 8c (e.g., the report for the
COTR, Oscar Jung		Code SC, M/S 240-10	
Resource Management Specialist		Code —, M/S —	
Financial Reporting Branch		Code CF, M/S 203-18	

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Resources Management Division	Code CR, M/S 204-17	quarter beginning July is due not later than June 15).
5. ADDITIONAL INFORMATION / INSTRUCTIONS		
Reference: NFS 1852.242-73, <i>NASA Contractor Financial Management Reporting</i> NPR 9501.2, <i>NASA Contractor Financial Management Reporting System</i>		

1. ITEM NO.	2. TITLE
04	Monthly Financial Management Report (NF 533M)
3. DESCRIPTION	
A monthly financial management report shall be submitted by the Contractor and each major subcontractor on NASA Form 533M (or computer-generated version) in accordance with the instructions on the reverse side of the form in accordance with the instructions on the reverse side of the form and the NASA Directive(s) listed below. Reporting categories shall be elements of cost including: total direct labor hours (excluding subcontract); direct labor hours (subcontractors); direct labor costs; overhead and G&A (Prime Contractor); total direct labor, overhead, and G&A (subcontractors); other direct costs (ODCs), G&A/handling charge on ODCs; total other direct costs; fixed fee. Reports shall also provide data on planned and actual costs and labor hours, contract projections and estimates to complete. All blocks shall be completed as appropriate. Formats will be agreed upon between the Contractor and NASA. The Contractor shall provide a variance analysis for significant differentials in the elements of cost between the actual and plan for the current month. Variances between planned dollars and actual dollars exceeding 5 percent for each reporting category (at the total contract level only) shall be explained . Contractor estimates can be used if actual data is not available by the required submission date.	
4. DISTRIBUTION	
a. QTY / UNIT — 1 copy shall be delivered to each of the recipients identified below. Submission of electronic copies is authorized.	
b. RECIPIENT	c. SHIPPING ADDRESS
CO, Natalie LeMar	Code JAI, M/S 241-1
COTR, Oscar Jung	Code SC, M/S 240-10
Resource Management Specialist	Code —, M/S —
Financial Reporting Branch	Code CF, M/S 203-18
Resources Management Division	Code CR, M/S 204-17
d. FREQUENCY / DELIVERY DATE	
Due not later than 10 working days following the close of the contractor's monthly accounting period.	
5. ADDITIONAL INFORMATION / INSTRUCTIONS	
Reference: NFS 1852.242-73, NASA Contractor Financial Management Reporting NPR 9501.2, NASA Contractor Financial Management Reporting System	

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1. ITEM NO. 05	2. TITLE Safety and Health Plan (Final)					
3. DESCRIPTION						
<p>The Contractor shall provide a Safety and Health Plan addressing issues pertinent to safe operation in all areas of responsibility under the contract for review by the Ames Occupational Safety, Health and Medical Services Division. The plan shall include health and environmental compliance regulations applicable to this contract. The plan is required before contract award as part of the Contractor's proposal and shall be updated in accordance with the clause(s) referenced below.</p>						
4. DISTRIBUTION						
<p>a. QTY / UNIT — 1 copy shall be delivered to each of the recipients identified below. Submission of electronic copies is authorized.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; vertical-align: top;">b. RECIPIENT CO, Natalie LeMar* COTR, Oscar Jung</td> <td style="width: 33%; vertical-align: top;">c. SHIPPING ADDRESS Code JAI, M/S 241-1 Code SC, M/S 240-10</td> <td style="width: 34%; vertical-align: top;">d. FREQUENCY / DELIVERY DATE The draft plan is required as part of the proposal submission package. The final plan is due within 30 days after the Government issues comments on the draft plan.</td> </tr> </table>				b. RECIPIENT CO, Natalie LeMar* COTR, Oscar Jung	c. SHIPPING ADDRESS Code JAI, M/S 241-1 Code SC, M/S 240-10	d. FREQUENCY / DELIVERY DATE The draft plan is required as part of the proposal submission package. The final plan is due within 30 days after the Government issues comments on the draft plan.
b. RECIPIENT CO, Natalie LeMar* COTR, Oscar Jung	c. SHIPPING ADDRESS Code JAI, M/S 241-1 Code SC, M/S 240-10	d. FREQUENCY / DELIVERY DATE The draft plan is required as part of the proposal submission package. The final plan is due within 30 days after the Government issues comments on the draft plan.				
5. ADDITIONAL INFORMATION / INSTRUCTIONS						
<p>Reference: NFS 1852.223-70, <i>Safety and Health</i> NFS 1852.223-73, <i>Safety and Health Plan</i> *The CO will forward a copy to the Occupational Safety, Health and Medical Services Division for review.</p>						
1. ITEM NO. 06	2. TITLE Incident / Mishap Report					
3. DESCRIPTION						
<p>The contractor shall file and submit the required report electronically via the NASA Incident Reporting Information (IRIS) system. IRIS shall be used to report a mishap, close call, hazard, or employee safety concern. It is also used to report an injury, sudden illness, or exposure. (Formerly reported via NASA Form 1627.) (See http://q.arc.nasa.gov/IncidentReporting.html.)</p>						
4. DISTRIBUTION						
<p>a. QTY / UNIT — 1 copy shall be delivered to each of the recipients identified below. Submission of electronic copies is authorized.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; vertical-align: top;">b. RECIPIENT CO, Natalie LeMar COTR, Oscar Jung Occupational Safety, Health and Medical Services Division</td> <td style="width: 33%; vertical-align: top;">c. SHIPPING ADDRESS Code JAI, M/S 241-1 Code SC, M/S 240-10 Code QH, M/S 237-14</td> <td style="width: 34%; vertical-align: top;">d. FREQUENCY / DELIVERY DATE Due within one working day after the occurrence of any mishap.</td> </tr> </table>				b. RECIPIENT CO, Natalie LeMar COTR, Oscar Jung Occupational Safety, Health and Medical Services Division	c. SHIPPING ADDRESS Code JAI, M/S 241-1 Code SC, M/S 240-10 Code QH, M/S 237-14	d. FREQUENCY / DELIVERY DATE Due within one working day after the occurrence of any mishap.
b. RECIPIENT CO, Natalie LeMar COTR, Oscar Jung Occupational Safety, Health and Medical Services Division	c. SHIPPING ADDRESS Code JAI, M/S 241-1 Code SC, M/S 240-10 Code QH, M/S 237-14	d. FREQUENCY / DELIVERY DATE Due within one working day after the occurrence of any mishap.				
5. ADDITIONAL INFORMATION / INSTRUCTIONS						
<p>Reference: NPR 8621.1, <i>NASA Procedural Requirements for Mishap and Close Call Reporting, Investigating, and Recordkeeping</i> APR 1700.1, <i>Ames Health and Safety Manual Procedural Requirements</i></p>						

ARC DATA REQUIREMENTS LIST (DRL)

1. ITEM NO. 07	2. TITLE Contractor Monthly Accident Report		
3. DESCRIPTION			
The contractor shall file and submit the required report electronically via the Contractor Monthly Accident Reporting (CMAR) web-based system at http://cmar.arc.nasa.gov . (Formerly reported via form ARC 15.)			
4. DISTRIBUTION			
a. QTY / UNIT — 1 copy shall be accessible to each of the recipients identified below in the web-based system.			
b. RECIPIENT CO, Natalie LeMar COTR, Oscar Jung Occupational Safety, Health and Medical Services Division		c. SHIPPING ADDRESS Code JAI, M/S 241-1 Code SC, M/S 240-10 Code QH, M/S 237-14	d. FREQUENCY / DELIVERY DATE Due no later than 15 calendar days after the end of each month.
5. ADDITIONAL INFORMATION / INSTRUCTIONS			
Reference: NFS 1852.223-70, <i>Safety and Health</i> NFS 1852.223-72, <i>Safety and Health (Short Form)</i> . NFS 1852.223-73, <i>Safety and Health Plan</i> NFS 1852.223-75, <i>Major Breach of Safety or Security</i> NPR 8715.3, <i>NASA Safety Manual</i> APR 1700.1, <i>Ames Health & Safety Procedural Requirements</i>			
1. ITEM NO. 08	2. TITLE Environmental Management System (EMS)		
3. DESCRIPTION			
The Contractor shall provide the following Environmental Management System (EMS) deliverables: The facility compliance audits as described in Section 402 of EO 13148			
4. DISTRIBUTION			
a. QTY / UNIT — 1 copy shall be delivered to each of the recipients identified below. Submission of electronic copies is authorized.			
b. RECIPIENT CO, Natalie LeMar COTR, Oscar Jung		c. SHIPPING ADDRESS Code JAI, M/S 241-1 Code SC, M/S 240-10	d. FREQUENCY / DELIVERY DATE
5. ADDITIONAL INFORMATION / INSTRUCTIONS			
Reference: FAR 52.223-5, <i>Pollution Prevention and Right-to-Know Information</i> , Alternates I and II Executive Order (EO) 13148, <i>Greening the Government Through Leadership in Environmental Management</i> NPR 8553.1, <i>NASA Environmental Management System (EMS)</i> APR 8800.3, <i>Ames Environmental Procedural Requirements</i>			

ARC DATA REQUIREMENTS LIST (DRL)

1. ITEM NO. 09	2. TITLE Patent Rights—Ownership by the Contractor or New Technology Report		
3. DESCRIPTION			
<p>The Contractor shall submit either (1) Patent Rights—Ownership by the Contractor or (2) New Technology Reports in accordance the applicable clauses listed below. A final report shall be submitted listing all reportable items (or certifying that there were no such reportable items), and listing all subcontracts at any tier containing a patent rights clause (or certifying that there were no such subcontracts).</p>			
4. DISTRIBUTION			
a. QTY / UNIT — 1 copy shall be delivered to each of the recipients identified below. Submission of electronic copies is authorized.			
b. RECIPIENT		c. SHIPPING ADDRESS	d. FREQUENCY / DELIVERY DATE
CO, Natalie LeMar		Code JAC, M/S 241-1	Interim reports shall be submitted annually. If there are no reportable items, a negative report is required. A final report is due within 3 months after completion of contracted work.
New Technology Officer		Code VP, M/S 202A-3	
Patent Counsel		Code DL, M/S 202A-4	
5. ADDITIONAL INFORMATION / INSTRUCTIONS			
<p>Electronic submission via NASA's Electronic New Technology Reporting (eNTRe) web system at http://invention.nasa.gov/ is encouraged. NASA Form 1679, <i>Disclosure of Invention and New Technology (Including Software)</i>, or equivalent, may also be used.</p> <p>Reference: FAR 52.227-11, <i>Patent Rights—Ownership by the Contractor</i> (as modified by NFS clause 1852.227-11) NFS 1852.227-70, <i>New Technology</i> NFS 1852.227-72, <i>Designation of New Technology Representative and Patent Representative</i></p>			

ARC DATA REQUIREMENTS LIST (DRL)

1. ITEM NO. 10	2. TITLE NASA Property in the Custody of Contractors (NF 1018)																					
3. DESCRIPTION																						
<p>The Contractor shall submit a NASA Form (NF) 1018, <i>NASA Property in the Custody of Contractors</i>, in accordance with the instructions on the form, NFS Part 1845, and any supplemental instructions for the current reporting period issued by NASA for property in the off-site possession of the contractor and/or any subcontractor.</p> <p>Electronic submittal: Use the NF 1018 Electronic Submission System (NESS) for report preparation and submission at https://ness.gsfc.nasa.gov/. A final report shall be submitted within 30 days after disposition of all property subject to reporting when the contract performance period is complete.</p>																						
4. DISTRIBUTION																						
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*Submit original unless NESS system used.																						
5. ADDITIONAL INFORMATION / INSTRUCTIONS																						
<p>Reference: NFS 1852.245-73, <i>Financial Reporting of NASA Property in the Custody of Contractors</i></p>																						
1. ITEM NO. 11	2. TITLE Property Management Report (DD Form 1149)																					
3. DESCRIPTION																						
<p>The Contractor shall submit a Property Management Report itemizing all purchases for the quarter. All orders, items received, and prices must be included. The Contractor shall use DD Form 1149, <i>Requisition and Invoice/ Shipping Document</i>, to report Government property that is centrally reportable equipment to the NASA Equipment Management System (NEMS): (1) at the time of receipt and acceptance of accountability; (2) when major changes occur in the data initially submitted to NASA; and (3) when the equipment is no longer required for or actively being used in pursuit of this contract. The Contractor shall indicate the current condition code of equipment reported pursuant to (3) above.</p>																						
4. DISTRIBUTION																						
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ARC Supply and Equipment Management Officer (SEMO)	Code JS, M/S 255-2																					
5. ADDITIONAL INFORMATION / INSTRUCTIONS																						
<p>Reference: NFS 1852.245-71, <i>Installation-Accountable Government Property</i> (Deviation) NPR 4100.1, <i>NASA Materials Inventory Management Manual</i> NPR 4200.1, <i>NASA Equipment Management Procedural Requirements</i> NPR 4300.1, <i>NASA Personal Property Disposal Procedural Requirements</i></p>																						

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1. ITEM NO. 12	2. TITLE Centrally Reportable Equipment (DD Form 1419)		
3. DESCRIPTION			
<p>The Contractor shall submit a DD Form 1419, <i>DoD Industrial Plant Equipment Requisition</i>, for property screening.</p> <p>The Contractor shall submit a DD Form 1419, DOD Industrial Plant Equipment Requisition, or equivalent format upon determination of need for any Government-owned equipment item for performance of this contract, and at least 30 days in advance of the date the contractor intends to acquire the item. Contractors who are authorized to conduct their own screening using the NASA Equipment Management System (NEMS) and other Government sources of excess property shall provide the evidence of screening results with their request for contracting officer consent. Requests to purchase based on unsuitability of items found shall include rationale for the determined unsuitability.</p>			
4. DISTRIBUTION			
a. QTY / UNIT — 1 copy shall be delivered to each of the recipients identified below. Submission of electronic copies is authorized.			
b. RECIPIENT		c. SHIPPING ADDRESS	d. FREQUENCY / DELIVERY DATE
CO, Natalie LeMar		Code JAI, M/S 241-1	Submit to COTR, who forwards to CO, who forwards to SEMO.
COTR, Oscar Jung		Code SC, M/S 240-10	Due 30 days prior to purchase of property in accordance with the instructions in NFS 1845.7102.
ARC Supply and Equipment Management Officer (SEMO)		Code JS, M/S 255-2	
5. ADDITIONAL INFORMATION / INSTRUCTIONS			
<p>Reference: FAR 52.245-1, <i>Government Property</i> NFS 1852.245-71, <i>Installation-Accountable Government Property</i> (Deviation) NPR 4100.1, <i>NASA Materials Inventory Management Manual</i> NPR 4200.1, <i>NASA Equipment Management Procedural Requirements</i> NPR 4300.1, <i>NASA Personal Property Disposal Procedural Requirements</i></p>			

ARC DATA REQUIREMENTS LIST (DRL)

1. ITEM NO. 13	2. TITLE IT Security Plan											
3. DESCRIPTION												
<p>The Contractor shall prepare and submit, for NASA approval, an IT Security Plan, Risk Assessment, and FIPS 199, <i>Standards for Security Categorization of Federal Information and Information Systems</i>, Assessment. These plans and assessments, including annual updates shall be incorporated into the contract as compliance documents.</p>												
4. DISTRIBUTION												
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CO, Natalie LeMar	Code JAI, M/S 241-1	Due within 30 days after contract award										
COTR, Oscar Jung	Code SC, M/S 240-10											
5. ADDITIONAL INFORMATION / INSTRUCTIONS												
<p>Reference: NFS 1852.204-76, <i>Security Requirements for Unclassified Information Technology Resources</i> (Deviation)</p>												

1. ITEM NO. 14	2. TITLE IT Security Training Report											
3. DESCRIPTION												
<p>The Contractor shall submit a monthly listing, including updates, of all Contractor personnel receiving IT security training.</p>												
4. DISTRIBUTION												
<p>a. QTY / UNIT — 1 copy shall be delivered to each of the recipients identified below. Submission of electronic copies is authorized.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; vertical-align: top;">b. RECIPIENT</td> <td style="width: 33%; vertical-align: top;">c. SHIPPING ADDRESS</td> <td style="width: 33%; vertical-align: top;">d. FREQUENCY / DELIVERY DATE</td> </tr> <tr> <td>CO, Natalie LeMar</td> <td>Code JAI, M/S 241-1</td> <td>Due no later than 5 working days after the end of each month.</td> </tr> <tr> <td>COTR, Oscar Jung</td> <td>Code SC, M/S 240-10</td> <td></td> </tr> </table>				b. RECIPIENT	c. SHIPPING ADDRESS	d. FREQUENCY / DELIVERY DATE	CO, Natalie LeMar	Code JAI, M/S 241-1	Due no later than 5 working days after the end of each month.	COTR, Oscar Jung	Code SC, M/S 240-10	
b. RECIPIENT	c. SHIPPING ADDRESS	d. FREQUENCY / DELIVERY DATE										
CO, Natalie LeMar	Code JAI, M/S 241-1	Due no later than 5 working days after the end of each month.										
COTR, Oscar Jung	Code SC, M/S 240-10											
5. ADDITIONAL INFORMATION / INSTRUCTIONS												
<p>Reference: NFS 1852.204-76, <i>Security Requirements for Unclassified Information Technology Resources</i> (Deviation)</p>												

ARC DATA REQUIREMENTS LIST (DRL)

1. ITEM NO. 15	2. TITLE Organizational Conflicts of Interest Avoidance Plan		
3. DESCRIPTION			
<p>The Organizational Conflicts of Interest Avoidance Plan shall be provided by the contractor with submission of the proposal. This plan shall incorporate any previous studies performed, shall thoroughly analyze all organizational conflicts of interest that might arise because the service provider has access to companies' sensitive information and shall establish specific methods to control, mitigate, or eliminate all problems identified. The plan shall address any other requirements identified in the contract.</p> <p>The Contractor's Organizational Conflicts of Interest Avoidance Plan is incorporated by reference into this contract (see Attachment J.1(a)6). This Plan addresses Organizational Conflicts of Interest at the contract level. Each individual task order will state if additional Organizational Conflicts of Interest requirements exist and, if so, an additional Organizational Conflicts of Interest Avoidance Plan may be required by the Contracting Officer to address potential conflicts of interest prior to authorization of that task order.</p>			
4. DISTRIBUTION			
a. QTY / UNIT — 1 copy shall be delivered to each of the recipients identified below. Submission of electronic copies is authorized.			
b. RECIPIENT CO, Natalie LeMar COTR, Oscar Jung		c. SHIPPING ADDRESS Code JAI, M/S 241-1 Code SC, M/S 240-10	d. FREQUENCY / DELIVERY DATE A preliminary analysis of possible organizational conflicts of interest shall be included with proposal submission. The contractor shall submit a comprehensive organizational conflicts of interest avoidance plan within 30 days after contract award. Each individual task order will state if additional Organizational Conflicts of Interest requirements exist and, if so, an additional Organizational Conflicts of Interest Avoidance Plan may be required by the Contracting Officer to address potential conflicts of interest prior to authorization of that task order.
5. ADDITIONAL INFORMATION / INSTRUCTIONS			
<p>Reference: NFS 1837.203-70, <i>Providing contractors access to sensitive information</i> NFS 1852.237-72, <i>Access to Sensitive Information</i></p>			

ARC DATA REQUIREMENTS LIST (DRL)

1. ITEM NO. 16	2. TITLE Subcontract Consent Package		
3. DESCRIPTION			
The Contractor shall submit subcontract consent package(s) in accordance with FAR 52.244-2 or as specifically requested by the Contracting Officer.			
4. DISTRIBUTION			
a. QTY / UNIT — 1 copy shall be delivered to each of the recipients identified below. Submission of electronic copies is authorized.			
b. RECIPIENT CO, Natalie LeMar		c. SHIPPING ADDRESS Code JAC, M/S 241-1	d. FREQUENCY / DELIVERY DATE See Block 3. above.
5. ADDITIONAL INFORMATION / INSTRUCTIONS			
Reference: FAR 52.244-2, <i>Subcontracts</i>			

1. ITEM NO. 17	2. TITLE Phase-Out Plan		
3. DESCRIPTION			
The Contractor shall submit, for Government approval, a Phase-Out Plan for the complete and orderly transfer of duties and records to the incoming Contractor. The Plan shall address issues pertinent to the continuation of safe operations for all areas of responsibility under the contract.			
4. DISTRIBUTION			
a. QTY / UNIT — 1 copy shall be delivered to each of the recipients identified below. Submission of electronic copies is authorized.			
b. RECIPIENT CO, Natalie LeMar COTR, Oscar Jung		c. SHIPPING ADDRESS Code JAI, M/S 241-1 Code SC, M/S 240-10	d. FREQUENCY / DELIVERY DATE Due 60 days before contract completion.
5. ADDITIONAL INFORMATION / INSTRUCTIONS			